



PAPUA NEW GUINEA CUSTOMS SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PNG CUSTOMS SERVICE	SYS. POS. NO:	REF. NO:	
		CUSR 057	
	DESIGNATION/CLASSIFICATION: CARGO MANAGEMENT OFFICER - SOUTHERN REGION OPERATIONS CUS 06		
WING:	LOCAL DESIGNATION:		
BORDER SECURITY & REGIONAL OPERATIONS	CARGO MANAGEMENT OFFICER – DEPOTS & CARGO ACCOUNTING (DCA)		
DIVISION:	REPORTING TO:	SYS. POS. NO:	REF NO:
SOUTHERN REGIONAL OPERATIONS	TEAM LEADER DEPOTS & CARGO		
SECTION: COMPLIANCE	LOCATION: PORT MORESBY		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS

2. PURPOSE

The PNG Customs Service is responsible for protecting PNG against risks and threats to its border; facilitating the legitimate movement of people and goods; and collecting revenue for the State.

The Southern Region Operations Branch is responsible for the overall administration of frontline activities of cargo clearance, revenue collection, traveller and conveyance clearance at the declared Customs Ports to achieve the organisation's key objectives.

The position of Cargo Management Officer is responsible for inspection of all Sea Cargoes at the border to detect illicit trade whilst facilitating legitimate trade within a short time of intervention within the Port of Port Moresby.

3. DIMENSIONS

Financial: Is not a financial delegate
Staff: Is not responsible for any subordinates
Others: Is still responsible for all the equipment and technologies on site and any official asset(s) allocated for the officer's use.



4. PRINCIPLE ACCOUNTABILITIES

1. Examination of all targeted Sea Cargoes
2. Compiling Referrals upon detections.
3. Maintaining Data and Information
4. Monitor proper use of equipment and technologies and Conduct regular accountability of equipment inventory
5. Comply with Administrative Requirements and carry out other tasks as directed by the superior(s).
6. Carry out other tasks as directed by my superior (s).

5. MAJOR DUTIES

1. Conduct Examination of Targeted Sea Cargoes.

- Determine the level of unpack of goods within the container
- Pre-analysis of the single administrative document (SAD) and source documents.
- Conduct daily inspections on profiled sea cargo to detect prohibited and illicit goods, and non-compliance with statutory requirements. By undertaking a range of risk-based, covert physical sea cargo examination tasks including:
 - Cargo examination,
 - Vehicle search,
 - Trace detection devices for testing Narcotic,
 - Prohibited import referrals,
 - Commercial infringement referrals,
 - Compliance checks,
 - Statement preparation,
 - Brief preparation,
 - Collection of evidence, and
 - Giving of evidence.
- Compile Examination Reports for all goods examined in the consignment
- Research regulations by reviewing PNG Customs Act 1951, Customs Regulations 1951, Import and Excise Tariffs Act, regulatory bulletins and other sources of information.
- Calculation of Import & Excise Duties of dutiable items

2. Compiling Referrals upon detections and Information Reports

- Compile Error Detection or Information Reports for cases of non-compliance in breach of Customs Act and Regulations within the required timeframe.
- Submit Error Detection or Information Reports to Team Leader Cargo & Depots for review within the required timeframe.
- Updating Inspection Records and Registers regularly



- Filing of all Inspection Reports, Photographs & Videos
- Assist Team Leader Cargo & Depots and Manager DCA with information when required.

3. Maintaining Data and Information

- Input Inspection Reports on Customs Database System (Asycuda World), within the required timeframe.
- Provide other sections with samples, photographic and video evidence when required.
- Advise other relevant government agencies and statutory Authorities of goods that is of their interest.
- Statement preparations and giving of evidence when required.

4. Monitor proper use of equipment and technologies and Conduct regular accountability of equipment inventory

- To conduct start up and calibrate all inspection equipment and report faults and damages immediately.
- Ensure that maintenance checks are done on DCA equipment on schedule.
- Monitor tools being used and consumables are accounted for daily.

5. Comply with Administrative Requirements

- Work according to DCA standard operating procedure and DCA work plan
- Attend the weekly /monthly Unit &Sectional meetings.
- Complete and submit attendance reports and ensure punctuality
- Observe and comply with Work Health and Safety (WHS) Policy

6. NATURE AND SCOPE

The position of Cargo Management Officer is responsible for the inspection of all profiled sea cargo within the Port of Port Moresby. The Officer reports directly to the Team Leader Cargo & Depots and has no subordinates.

WORKING RELATIONSHIP

1. Internal

Develop and maintain liaison with;

- Team Leader Cargo & Depots
- Manager DCA;
- Other DCA Officers & Team Leaders

2. External

Develop and maintain liaison with other external stakeholders;

- Customs Agents & Importers
- ICTSI
- Other relevant government agencies and statutory Authorities



6.1 WORK ENVIRONMENT

This is an operational position and will require the incumbent to be a team player and poses sound interpersonal, operational and technical skills.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

This role will require the incumbent to maintain due diligence of all work carried out. He/she will have access to government & personal data and information that must remain confidential and secure at all times. The incumbent must also adhere to all governance policies and standard operating procedures for Depots & Cargo Accounting.

This position is bound by the following Rules/Procedures .	• Code of Conduct and Ethics • Customs Administrative Orders • Customs Act & Regulations • Other Legislation enforced at the border • Public Finances Management Act • PNG Customs Service Act • Relevant Standard Operating Procedures and Policies and Guidelines
This position is responsible for making the following Decisions for the Section.	• Determine the clearance of physically examined sea cargoes.
This position can make the following Recommendations for the Section.	• Operations Plans • Request for resources

8. CHALLENGES

The role requires a high level of commitment and integrity, to ensure deadlines and turnaround times are met. The incumbent must be a team player, work under pressure and may be required to work after hours.



9. QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Qualifications

- Diploma or Bachelor's Degree in Science or Business related field.

2. Knowledge

- Basic understanding of Customs and other related laws
- Basic understanding of Customs procedures and policies
- Basic knowledge and understanding of international relations and trade
- Basic use of all Microsoft applications

3. Skills

- Basic numerical skills
- Excellent oral and written communication skills
- Strong interpersonal skills
- Sound Operational Skills
- Sound Technical skills
- Excellent time management skills

4. Work Experience

Preferably (3) year's work experience in a;

- Shipping Industry
- Brokerage Company
- Supply Chain Industry
- Other Regularity Government Agencies.